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SSA 4-9325

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1 November 1961

MEMORANDUM FOR: SSA/DDS

SUBJECT: Helicopter Service from Langley

1. In reply to your request for the IO Division's requirement for possible helicopter service to and from the new building, we would have a daily requirement for one person to attend a 10:00 A.M. briefing at the State Department. This is a regularly scheduled daily meeting although different persons may represent the division at the meeting. This is the only regularly scheduled need on a continuing basis.

2. In addition, C/IO has frequent contacts with State, Labor and White House officials but not on a regularly scheduled basis. Three Branch Chiefs likewise have frequent but unscheduled contacts and meetings with State, Labor, AID and White House officials. This requirement may amount to a daily average of two trips but it is impossible to establish any scheduled time.

3. Branch 3, 4 and 6 have frequent contacts and meetings with non-government officials in downtown and uptown Washington where it is doubtful that a helicopter service say to a location in the vicinity of State would be of much value.

4. There is very little traffic to the Pentagon.



Chief, Support Staff, IO

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